

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: March 1, 2007
	Section 16: Foster Family Home Relicensure	Version: 1

POLICY	OLD POLICY: 610
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The Indiana Department of Child Services (DCS) requires each licensed resource family home to complete relicensure every four (4) years.

An application for relicensure should be received by the licensing worker on or before the date of expiration of the license or the signature date on the relicensure application should be prior to the expiration date of the license.

If the application for relicensure is received timely, and is subsequently approved, the relicensure would be effective at the time of expiration of the previous license.

If a licensee submits a timely application for relicensure, DCS will process the application either by licensure or denial. See separate policy, [12.30 Evaluation of Background Checks for Foster Family Home Licensing](#).

If the application for relicensure is not received timely, the home is considered to be operating without a license until the application is received. See separate policy, [12.25 Foster Family Homes Operating Without a License](#).

Code Reference

[IC 31-27-4-16: Duration of license; limitations; renewal](#)

PROCEDURE

The application for relicensure of a resource family home must be completed, signed and dated on, or prior, to the expiration date of the license that is in effect to avoid gaps in licensure timeframes. This signature date will be entered into Indiana Child Welfare Information System (ICWIS) as the application date.

Ninety days prior to the license expiration, the licensing worker will:

1. Communicate with resource family home about the relicensing timeframes and inquire if they wish to be relicensed;
2. Provide applicable forms and documents to be completed for licensure renewal; and
3. Schedule the relicensure home visit.

During the relicensure home visit, the licensing worker will:

1. Conduct an onsite home visit to update information and determine if the family continues to meet the requirements for licensure;
2. Complete the [Foster Family Home Physical Environment Checklist \(SF53186/CW3417\)](#) to ensure the safety of the home;

3. Utilize [Relicensure Requirement Sheet for Foster Family Homes \(SF53155/CW2312\)](#) as a tool to track completion of all the relicensure requirements; and
4. Collect the following relicensure forms and documents:
 - a. [Application for Foster Family Home License \(SF10100/CW0317\)](#),
 - b. An updated [Foster Family/Adoptive Home Preparation Assessment Summary](#) incorporating changes from the previous three years and as identified in the annual reports and current changes since the most recent [Annual Report Regarding Foster Family Home \(SF53213/CW3518\)](#),
 - c. Verification of completion of in-service training hours relevant by category of resource home. See separate policy [12.14 In-Service Training Requirements](#),
 - d. Verification of completion of medical trainings. See separate policy, [12.6 Medical Training Requirements](#),
 - e. Financial Profile section of the [Foster Care/Adoption Information \(SF53184/CW3415\)](#),
 - f. Signed [Application for Criminal History Background Check \(SF53259/CW3610\)](#),
 - g. Signed [Applicant's Statement of Attestation \(SF46151/CW0025\)](#),
 - h. Signed [Substitute Care Agreement \(SF47344/CW0015\)](#) for the renewal period,
 - i. Results from the [Instructions for Water Analysis](#), if applicable,
 - j. Completed [Medical Report for Primary Caregivers, \(SF45145/CW0039\)](#), and
 - k. Completed [Medical Report for Household Members, \(SF45144/CW0038\)](#), if applicable.

Following the home visit and collection of forms, the licensing worker will:

1. Mail the [Status Report on Application for Foster Family Home Relicensure \(SF53187/CW3418\)](#) to the resource family home if any documentation is missing;
2. Provide feedback of the licensee on the [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214/CW3519\)](#) form regarding all the children placed in the foster family home during the licensure;
3. Process the background checks. See separate policy, [12.29 Conducting Background Checks for Foster Family Home Applicants](#);
4. Discuss recommendation with Supervisor;
5. Update ICWIS with the date each requirement was completed; and
6. Process the licensure recommendation in ICWIS.

If the application for relicensure is not received timely through no fault of the applicant, a request to the Central Office Licensing Unit for a manual override of the effective date of the new license can occur.

See separate policies, [12.13 Licensing Recommendation and Approval Process](#), [12.30 Evaluation of Background Checks for Foster Family Home Licensing](#), [12.18 License Denials](#), and [12.26 Withdrawing from the Foster Family Home Program](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Foster Family Home Physical Environment Checklist \(SF53186/CW3417\)](#)
2. [Relicensure Requirements Sheet for Foster Family Homes \(SF53155/CW2312\)](#)

3. [Application for Foster Family Home License \(SF 10100/CW 0317\)](#)
4. [Foster Family/Adoptive Home Preparation Assessment Summary](#)
5. [Annual Report Regarding Foster Family Home \(SF53213/CW3518\)](#)
6. [Application for Criminal History Background Check \(SF53259/CW3610\)](#)
7. [Applicant's Statement of Attestation \(SF 46151/CW 0025\)](#)
8. [Substitute Care Agreement \(SF47344/CW0015\)](#)
9. Instructions for Water Analysis
10. [Medical Report for Primary Caregivers, \(SF45145/CW0039\)](#)
11. [Medical Report for Household Members, \(SF45144/CW0038\)](#)
12. [Licensing Staff Inquiry Regarding Foster Family Home \(SF53214/CW3519\)](#)
13. [Status Report on Application for Foster Family Home Relicensure \(SF53187/CW3418\)](#)

RELATED INFORMATION

Onsite Licensing Home Visit

For practice guidance regarding the home visit see separate policy, [12.7 First Licensing Home Visit](#).

Due to accreditation standards, the licensing agency may require additional documentation. This information can be added in the comment section of state forms or documented in the licensing file. State forms can not be altered.